

**William J Lewis**

743 E Village Dr  
Absecon, New Jersey 08205 United States  
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**Availability:****Job Type:** Permanent**Work Schedule:** Full-time

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**Work Experience:****Contract Specialist****Washington Headquarters Services (This is a federal job)**

4800 Mark Center Dr  
Alexandria, VA

**7/2023 - Present****Hours per week:** 40**Series:** 1102 Contracting**Pay Plan:** NH - Business Management And Technical Management Professional**Grade:** 3**Duties, Accomplishments and Related Skills:**

Responsible for pre-award functions for procurements involving complex contracts of highly specialized, extensive new or innovative equipment systems, construction projects and services of significant importance to the Acquisition Directorate.

Administer long-term, complex contracts for procurements of extensive, highly specialized or innovative equipment systems, construction projects, and building and professional services affecting major agency programs and having significant impact on contractors' operation and local geographic areas.

Terminate highly specialized and/or long-term complex contracts that affect a wide range of procurement activities or contractors' operations or have a significant impact on local geographic areas and additional duties as defined.

**Supervisor:** Kellie Buck (703 545 3376)**Okay to contact this Supervisor:** Yes

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**Contract Specialist****Department of Defense Education Activity (This is a federal job)**

4800 Mark Center Drive  
Alexandria, VA

**4/2022 - 7/2023****Hours per week:** 40**Series:** 1102 Contracting**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).**Grade:** 12**Duties, Accomplishments and Related Skills:**

Performed service-based contracting in support of Base Operation Services (Facilities)

Evaluate responses to solicitations for price reasonableness, cost realism, and adequacy of competition.

Interpret and/or apply relevant laws, regulations, policies, standards, or procedures to specific contracting issues.

Performed contract pre-award functions to include: determining method of procurement and contract type, documenting the acquisition strategy, and obtaining appropriate approvals.

Process, award, and manage Commercial Contracts, Indefinite Delivery, Indefinite Quantity (IDIQs), and Basic Purchase Agreements (BPAs).

Performed contract administrative actions including issuance of task orders, exercise of options, modifications, de-obligation, and close outs (1594/1597)

Process actions using Procurement Desktop-Defense (PD2) Contract Writing System.  
Process actions using Procurement Integrated Enterprise Environment (PIEE).  
Performed evaluation of Grants Proposals and development of Grants Award Decision Document (GAAD)  
**Supervisor:** Tammy Lopez (540 809 8482)  
**Okay to contact this Supervisor:** Yes

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**Contract Specialist**  
**Defense Logistics Agency (This is a federal job)**

700 Robbins Ave  
Philadelphia, PA

**8/2017 - 4/2022**

**Salary:** \$0.00 USD Bi-weekly

**Hours per week:** 40

**Series:** 1102 Contracting

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

**Grade:** 12

**Duties, Accomplishments and Related Skills:**

Performed supply -based contracting in support of DLA Troop Support subsistence customers, acquiring Fresh Fruits and Vegetables (FF&V) for DoD Troops and Non-DoD Reservation and School customers throughout the United States

Conduct market research to identify vendors interested in entering produce contracts

Utilize E-Procurement software to create solicitations and award Indefinite Delivery, Indefinite Quantity (IDIQ) and Indefinite Delivery Purchase Orders (IDPO) contracts

Administer Reservation and School contracts in Fresh Fruits and Vegetables Order Receipt System (FFAVORS) and Troop contracts under Subsistence Total Order and Receipt Electronic System (STORES) systems

Maintain weekly fair and reasonable pricing for all FF&V catalogs under the Economic Price Adjustment (EPA) clause

**Supervisor:** Kathleen Adamow Wandall (215 737 8464)

**Okay to contact this Supervisor:** Yes

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**Legal Administrative Specialist**  
**Veterans Benefit Administration (This is a federal job)**

5000 Wissahickon Ave  
Philadelphia, PA

**1/2017 - 8/2017**

**Salary:** \$0.00 USD Per Year

**Hours per week:** 40

**Pay Plan:** GS - General Schedule (Ch. 51, 5 U.S.C.).

**Grade:** 07

**Duties, Accomplishments and Related Skills:**

Serve as a primary contact for the veteran and his/her representative or advocate, and as the decision-maker for compensation or pension claims.

Explain the full range of veterans' benefits and all related programs.

Make determinations as to eligibility for the type of benefit sought and fully analyze, develop and request required evidence for certain claims requiring a rating decision.

Decide the necessity for and type of examinations, reexaminations or opinions in order to determine the existence of or to evaluate disabilities resulting from disease or injury.

Develop comprehensive requests for examinations/opinions in order to ensure that appropriate evidence is received from which to adjudicate the claim.

**Supervisor:** Raymond Gonzalez (215 381 3025)

**Okay to contact this Supervisor:** Yes

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**Annuity Analyst**  
**Reliance Standard Life Insurance**

2001 Market St  
 Philadelphia, PA

**1/2014 - 1/2017**

**Salary:** \$0.00 USD Per Year

**Hours per week:** 40

**Duties, Accomplishments and Related Skills:**

Managed designated territory of Brokerage General Agencies; relationships with key contacts, responded to inquiries orally and in writing regarding products, commissions, and application requirements

Facilitated transfer of assets between financial institutions

Provided technical contracting advice to peers and vendors

Monitored timely delivery from vendors while ensuring compliance

**Supervisor:** Martha Carlin (800 351 7500)

**Okay to contact this Supervisor:** Yes

**Education:**

**Stockton University** Absecon, NJ United States

Master's degree 12 / 2014

**GPA:** 3.80 of a maximum 4.00

**Credits Earned:** Semester Hours

**Major:** Business Administration

**Stockton University** Absecon, NJ United States

Bachelor's degree 5 / 2010

**GPA:** 3.43 of a maximum 4

**Credits Earned:** 128 Semester Hours

**Major:** Finance

**Job Related Training:**

ACQ 265V MISSION-FOCUSED SERVICES ACQUISITION 6-17-2022

ACQ 1650 DEFENSE ACQUISITION OF SERVICES 05-26-2022

CMQ 261 RELIABILITY ANALYSIS 10-15-2020

CMC 100 CONTRACT ADMINISTRATION FUNDAMENTALS 09-09-2020-

ACQ 1010 FUNDAMENTALS OF SYSTEMS ACQ MANAGEMENT 08-28-2020

LOG 200 PRODUCT SUPPORT STRATEGY DEVELOPMENT, PART A 2020-03-27-2020

LOG 235 PERFORMANCE-BASED LOGISTICS 7-17-2020

SBP 110 FUNDAMENTALS OF THE FAR FOR SBP 7-10-2020

STM 101 INTRODUCTION TO S&T MANAGEMENT 7-10-2020

CMC 210 CONTRACT AUDIT FOLLOW UP 07-09-2020

CMQ 100 QUALITY ASSURANCE BASICS 07-09-2020

SBP 101 INTRODUCTION TO SBP, PART A 06-26-2020

FE 101 FUNDAMENTALS OF ACQ FOR FACILITIES ENGINEERIN 06-25-2020

CMA 100 FUNDAMENTALS OF GFR AND G-GFR 06-24-202

ACQ 1300 FUNDAMENTALS OF TECHNOLOGY SECURITY/TRANSFER 06-23-2020

PQM 201A INTERMEDIATE PRODUCTION,

QUALITY&MANUFACTURNG 06-12-2020

RQM 110 CORE CONCEPT FOR REQUIREMENTS MANAGEMENT 06-03-2020

SBP 201 INTERMEDIATE SMALL BUSINESS PROGRAMS, PART A 06-03-2020

PQM 101 PRODUCTION,QUALITY&MANUFACTURING

FUNDAMENTALS

05-29-2020

CMC 151 FUNDAMENTALS OF PLANT CLEARANCE 05-26-2020

CMC 150 INTRODUCTION TO TERMINATIONS 05-19-2020

CME 130 SURVEILLANCE IMPLICATIONS OF MANUFACT&SUBCON 05-19-2020  
CMC 206 CONTRACTOR BUSINESS SYSTEMS 05-13-2020  
ACQ 160 PROGRAM PROTECTION PLANNING AWARENESS 05-05-2020  
CMC 105 UNDEFINITIZED CONTRACT ACTIONS ADMIN 04-30-2020  
LOG 204 CONFIGURATION MANAGEMENT 04-24-2020  
ACQ 110 FUNDAMENTALS OF ACQUISITION INTELLIGENCE 04-15-2020  
ACQ 120\* FUNDAMENTALS OF INTERNATIONAL ACQUISITION 04-14-2020  
EVM 101 FUNDAMENTALS OF EARNED VALUE MANAGEMENT 04-03-2020  
LOG 215 TECHNICAL DATA MANAGEMENT 04-01-2020  
ACQ 165 DEFENSE ACQUISITION OF SERVICES 03-25-2020  
ISA 101 BASIC INFORMATION SYSTEMS ACQUISITION 03-24-2020  
LOG 105 FUNDAMENTALS OF SYSTEM SUSTAINMENT MGMT 03-18-2020  
LOG 100 LIFE CYCLE LOGISTICS FUNDAMENTALS 03-17-2020  
LOG 104 RELIABILITY, AVAILABILITY, & MAINTAINABILITY 3-2020  
ENG 101 FUNDAMENTALS OF SYSTEMS ENGINEERING 03-10-2020  
ACQ 202 INTERMEDIATE SYSTEMS ACQUISITION, PART A 03-08-2020  
CON 237 SIMPLIFIED ACQUISITION PROCEDURES (SAP) 09-03-2019  
CON 280 SOURCE SELECTION & ADMIN OF SVC CONTRACTS 08-02-2019  
CON 290 CONTRACT ADMIN & NEG TECHNIQUES-SUPPLY ENVRMT 02-08-2019  
CON 270 INTERMEDIATE COST AND PRICE ANALYSIS 12-07-2018  
CON 216 LEGAL CONSIDERATIONS IN CONTRACTING 06-06-2018  
CON 200 BUSINESS DECISIONS FOR CONTRACTING 05-31-2018  
CON 170 FUNDAMENTALS OF COST AND PRICE ANALYSIS 05-25-2018  
ACQ 101 FUNDAMENTALS OF SYSTEMS ACQUISITION MGMT 04-04-2018  
CON 127 CONTRACT MANAGEMENT 12-14-2017CON 124 CONTRACT EXECUTION 12-01-2017  
CON 121\* CONTRACT PLANNING 2017-11-20-2017  
CON 090 FEDERAL ACQ REGULATION (FAR) FUNDAMENTALS 11-03-2017  
CON 100 SHAPING SMART BUSINESS ARRANGEMENTS 09-14-2017  
DAWIA Level I Certification 12/2018  
DAWIA Level II Certification 12/2019

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**Additional Information:**

Proficient in the following applications:

The Subsistence Total Order and Receipt Electronic System (STORES)-Defense Logistics Agency

Enterprise Business System-Defense Logistics Agency

Fresh Fruits and Vegetables Order Receipt System (FFAVORS)-USDA

Procurement Desktop-Defense (PD2)

Electronic Contract Writing Module (ECWM)

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